



Permanent Part Time School Administrator

**Business Support Level 2
Monday – Friday Term Time Only
8:30am – 4:45pm (36.25 hours per week)**

**Full Time Salary £20,493 - £21,748
Pro rata for part-time
Actual Salary £16,900 - £17,935**

Required from 3rd May 2022

We are a hard working dedicated team supporting a large junior school with over 400 pupils. We are looking for a pro-active, flexible person to join our office team. Ideally you will:

- Be able to type at speed
- Have previous experience of working in a school
- Understand the Information Management System SIMS, (training will be given to the right person)
- Be IT competent and keen to learn new skills
- Be organised
- Be calm under pressure
- Have a good sense of humour
- Be able to demonstrate good communication skills
- Understand and adhere to confidentiality

The application form, job description and person specification are available on our website www.bushfieldschool.net Visits to the school are welcome and encouraged. Please contact Jodie Ayres, School Business Manager at j.ayres@bushfieldschool.org or telephone the school office on 01908 314876.

**Deadline for applying 18th March 2022
Successful applicants will be interviewed 25th March 2022**

Bushfield School is committed to safeguarding children. Applicants undergo an enhanced DBS check and all appointments will be subject to verified references.

**Bushfield School, Moon Street, Wolverton MK12 5JG
Tel: 01908 314876
Email: office@bushfieldschool.org**